



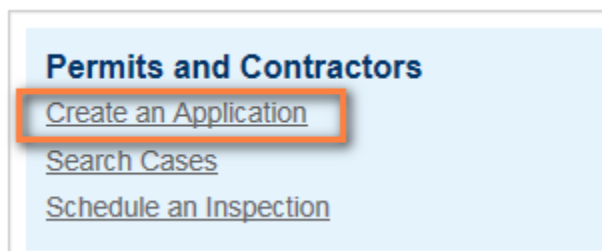
FILLING OUT THE CITY OF INDIANAPOLIS SPECIAL EVENT APPLICATION ON LINE

STEP 1: Go to <https://permitsandcases.indy.gov/citizenAccess/>

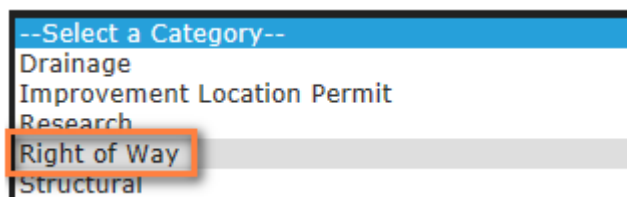
STEP 2: You must have an account created in order to apply for special event permits. You only need to create an account once.

- Click “Register for an Account” at the top right:
[Announcements](#) [Register for an Account](#) [Reports \(2\)](#) ▼ | [Login](#)
- Follow the steps to create the account. You will receive a verification email once the account information has been submitted.
- You **MUST** click the link in the verification email before you can use your account!

STEP 3: Once your account has been verified and you are logged in, from the ‘Home’ tab, click ‘Create an Application’ in the blue box towards the bottom of the screen:

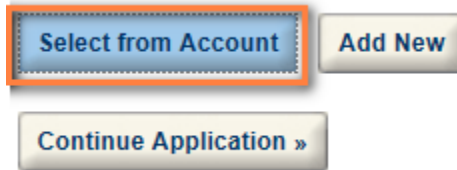


STEP 4: After you agree to the terms and conditions, click the drop down menu and choose ‘Right of Way:’



Once you choose ‘Right of Way,’ you will see the option for ‘Special Event Permit.’ Select and hit Continue.

STEP 5: The next screen will ask you for the applicant's info. If you are applying for your own permit, you will click the 'Select from Account' button and fill in any required fields that are missing (e.g. Alternative phone number):



Once the contact information is accepted, hit Continue.

STEP 6: For the address section, simply put in the street number and the street name, and click search. If your event does not have a specific address, you can type the general event location into the 'Street Name' field and hit Continue.

STEP 7: From here you will fill in all other details of the event. If there is something you are not sure about, please type 'TBD' and move on. We will get any missing information from you later.

STEP 8: Once you have entered all of the event details, you will review your application and hit 'Submit' after agreeing to the terms and conditions again. Once you submit the application you should receive an automated email confirmation from us.

Additional Notes: We will review the application as soon as possible and follow up with you right away via email. The email we send you will include a list of things you should begin to complete immediately, to avoid delays in approving your permit. The email will include an invoice for payment. No payment is due at the time you submit your application.

If you have any questions, please call us at 317-327-4849 or email SpecialEvents@indy.gov.